

## **CITY MANAGER**

### *Class Definition*

Under the provisions of the Charter and within the framework of general policy established by the City Council, plans, organizes and directs operations of the government of the City of Fresno; enforces and administers the provisions of the Charter and the laws and ordinances governing the City.

### *Distinguishing Characteristics*

The City Manager is the chief executive officer of the City responsible for enforcing and administering provisions of the City Charter and of the laws and ordinances governing the City; coordinates and directs through his assistants, all activities of the City Departments; and maintains effective management of the administrative affairs of the City. The City Manager is appointed by, receives instructions from, presents recommendations to and is directly responsible to the Mayor for all matters pertaining to the administration and operation of the City government.

### *Typical Tasks*

(The list is neither inclusive nor exclusive. Consequently, this information may not reflect essential functions or cover all duties which may be assigned for this class.)

Performs the duties specified by Section 705 of the City Charter.

Plans, coordinates and reviews all City departmental organizations, programs and operations and provides general leadership and direction thereto.

Oversees the development and growth of the community, including economic development.

Recommends to the City Council such legislative action as deemed appropriate.

Provides staff service to the City Council.

Reports to and advises the Mayor on pertinent local government problems; presents recommended solutions and alternatives.

Conducts staff meetings and departmental conferences to consider and determine policy issues.

Maintains effective working relationships with officials of other governmental agencies.

Directs, coordinates and participates in the preparation of the annual City budget and the control thereof; prepares the annual budget message and submits the budget document to the City Council.

Keeps the public informed on City Government activities, issues and legislation that affect City residents.

Addresses business and other citizen groups on City needs and problems.

Advises and provides general leadership to civic organizations dealing with specific problems affecting the City's welfare.

Oversees, coordinates and reviews labor relations negotiations and activities.

Keeps abreast of State and Federal legislation impacting the City.

Performs related duties as required.

*Knowledge, Abilities, and Skills*

Knowledge of the principles, practices and techniques of public administration.

Knowledge of municipal management theory and practices.

Ability to plan and enforce a balanced budget.

Ability to plan, direct and coordinate the operations of a large municipal government.

Ability to establish and maintain effective working relationships with the public, other public officials and organizations, the City employees and the Council.

Ability to express ideas effectively orally and in writing, and to prepare clear and concise reports.

*Minimum Qualifications*

Graduation from an accredited four-year college or university with major course work in business administration, public administration or related field; five years of experience as the administrative head or assistant administrative head of a city or equivalent experience in the direction and supervision of other governmental, private business, or industrial activities of comparable importance or magnitude.

APPROVED: \_\_\_\_\_  
Director

DATE: \_\_\_\_\_